



DEPUTY HEADTEACHER

PERSON SPECIFICATION

Expertise		Shortlisting	Interview	Tasks	Presentation
1. Personal Qualifications	<ul style="list-style-type: none"> Practising and Committed Catholic 	✓	✓		
	<ul style="list-style-type: none"> Qualified teacher status 	✓			
Training	<ul style="list-style-type: none"> Evidence of continuing professional development related to school leadership, Catholic life, management and curriculum development 	✓			✓
Expertise	<ul style="list-style-type: none"> Successful experience in a leadership and management role 	✓	✓		
Knowledge	<ul style="list-style-type: none"> Secure understanding of the distinctive nature of Catholic Education 	✓			✓
	<ul style="list-style-type: none"> At least six years varied teaching experience; it is desirable that some of this experience is in the Catholic sector 	✓			✓
	<ul style="list-style-type: none"> Able to articulate a philosophy for Catholic Education 	✓	✓		✓
	<ul style="list-style-type: none"> Commitment to equal opportunities 	✓			
	<ul style="list-style-type: none"> Thorough grasp of current educational issues 	✓	✓		
2. Strategic Direction and Development of the School	<ul style="list-style-type: none"> Ability to provide clear direction and lead by example 	✓	✓		
	<ul style="list-style-type: none"> Ability to formulate, monitor, evaluate and review plans and policies 	✓		✓	
	<ul style="list-style-type: none"> Ability to work in partnership with the governing body 	✓	✓		
3. Leading and Managing Staff	<ul style="list-style-type: none"> Understanding of leadership role in spiritual development of pupils and staff 	✓			✓
	<ul style="list-style-type: none"> Ability to lead and motivate all staff and support them in their work 	✓		✓	
	<ul style="list-style-type: none"> Ability to support the head in managing and enhancing the performance of all staff 	✓	✓	✓	
	<ul style="list-style-type: none"> Ability to support effective communication between the head and others within the school's community 	✓			
	<ul style="list-style-type: none"> Experience of working in and leading staff teams 	✓	✓		
4. Standards	<ul style="list-style-type: none"> Ability to contribute to the collection, analysis and use of data on pupils' progress and performance to raise standards 	✓		✓	
	<ul style="list-style-type: none"> Ability to support the head and governors in setting and achieving challenging targets for the school, teachers and pupils 	✓	✓		
5. Teaching and Learning	<ul style="list-style-type: none"> Knowledge of the Catholic curriculum directory and of the National Curriculum for religious education 	✓			✓

	<ul style="list-style-type: none"> Understanding of the principles of effective learning and the ability to promote a culture of learning throughout the school 	✓			
	<ul style="list-style-type: none"> Experience of reviewing and developing the curriculum 	✓	✓	✓	
	<ul style="list-style-type: none"> Understanding of the role of assessment in children's learning 	✓		✓	
	<ul style="list-style-type: none"> Successful experience of monitoring, evaluating and improving the Quality of Education 	✓	✓	✓	
	<ul style="list-style-type: none"> Awareness of Ofsted framework 	✓	✓		
6. Ethos and inclusion	<ul style="list-style-type: none"> Ability to support the head in creating and maintaining good behaviour for learning and discipline 	✓	✓		
	<ul style="list-style-type: none"> Understanding of the factors which create barriers to learning and ability to implement appropriate strategies for reducing inequalities and promoting social inclusion 	✓			
7. Relationship with the Parish, Parents and the Wider Community	<ul style="list-style-type: none"> Understanding of the school's role in the parish and wider community 	✓			✓
	<ul style="list-style-type: none"> Successful experience of creating and maintaining effective partnerships with parents, to support pupils' learning 	✓			
8. Deployment of Staff and Resources	<ul style="list-style-type: none"> Ability to support the Headteacher on the effective deployment of staff 	✓			
	<ul style="list-style-type: none"> Some experience of managing and monitoring a budget 		✓		
9. Suitability to work with children	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	✓			
	<ul style="list-style-type: none"> Appropriate attitudes to use of authority and maintaining discipline 	✓			
10. Other Skills and Abilities	<ul style="list-style-type: none"> Ability to manage time well and work under pressure to deadlines 	✓	✓		
	<ul style="list-style-type: none"> Effective Numeracy and ICT skills 	✓			
	<ul style="list-style-type: none"> Effective interpersonal, communication and presentation skills 	✓	✓		✓
	<ul style="list-style-type: none"> Excellent classroom practice 	✓			
	<ul style="list-style-type: none"> Commitment to extra- curricular activities 	✓			
11. Personal Qualities	<ul style="list-style-type: none"> High expectations of children's learning 	✓		✓	
	<ul style="list-style-type: none"> Enthusiasm and a positive, caring attitude 	✓	✓		
	<ul style="list-style-type: none"> Commitment to personal and professional development 	✓			
	<ul style="list-style-type: none"> Ability to maintain confidentiality 	✓	✓		
	<ul style="list-style-type: none"> Good health and good attendance record 	✓			